

MEMORANDUM

9 November 1950

TO : The Staff

FOIAb3b1 FROM : Chief, [REDACTED]

FOIAb3b1 SUBJECT: Operation of [REDACTED] Stock Room

FOIAb3b1

1. The Chief, Editorial Branch is charged with maintenance and operation of the [REDACTED] stock room (Room 340 South Building).

2. Responsibility for this room will include necessary policing together with maintenance of adequate levels of expendable supplies to serve the special needs of the Editorial Branch, Special Reports Branch, and Field Operations Staff.

3. Items to be stocked in this room will include:

Teletype paper	Emergency supplies of glue,
Stencils	editorial pencils, etc.
Teletype tape	Special forms
Fluofilm ribbons	Cover sheets, etc.
Correction fluid	

4. Requisitioning of supplies will be the responsibility of the Administrative Officer. The Chief, Editorial Branch or his designee will furnish the Administrative Officer or Property and Supply Clerk at least one week's notice of supply needs.

5. The South Building supply room (Room 126) should continue to be used for all routine office supplies. Each branch and staff section will designate one employee to obtain all necessary routine supplies from that room.

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